



Budget / Fiscal Services

351 NW North Street
Chehalis WA 98532

Date: November 18, 2014

To: Tim Elsea, Public Works Director

From: Carma Oaksmith, Fiscal Administrator

Re: Public Works Write Off Approval

Amount of write off: \$ 2,725.70 Account Names: Hughes, C. & Lester, M.

The attached reports are documentation of traffic accidents resulting in sign post and guardrail repairs that should be written off for one (or more) the following reasons:

- ☐ Items are no longer billable or collectable due to the date of service.
- ☒ Sent to the collection agency and all collection attempts have failed.

Other: Both clients are deceased.

Approved for write off:

Tim Elsea 11/21/14
Signature Date

Comments: _____